State of Utah
Department of Public Safety
Bureau of Criminal Identification
OPERATOR TESTING AGREEMENT - 2010
for

_____ _____

OPERATOR (Please Print)   LOGON ID

MINIMUM TRAINING AND TESTING GUIDELINES:

PRIVACY & SECURITY POLICY _____
DISSEMINATION POLICY _____
UCJIS MANUAL _____

THE APPLICATIONS APPLICABLE TO THE OPERATOR:

CHECK IF COMPLETED

TEST	COMPLETED
DLD	_____
MVD	_____
UCCH	_____
SWW	_____
SWW Entry	_____
NLETS	_____
III	_____
NCIC Inquiry	_____
NCIC Entry	_____

ACCESS: Did the operator test on all the files that they have access to?   ☐ Yes   ☐ No

UCJIS CERTIFICATION: Did the TAC enter the certification date into the UCJIS web using the CERT transaction?   ☐ Yes   ☐ No

BACKGROUND CHECK: Was a background check completed on the operator?   ☐ Yes   ☐ No

BACKGROUND CHECK DATE: Date the background check was completed: _____

Does the operator have criminal history record: ☐ Yes   ☐ No
(If Yes, attach fingerprint card and a letter from the administrator)

STATEMENT
I certify that by signing this document that I have been trained and proficiency tested according to the procedure set by my agency. I have also read and understand the policies and laws that have been outlined on the back of this form. I will be held accountable for the information ran on my Logon ID.

_____ _____

OPERATOR'S SIGNATURE   TAC SIGNATURE

_____ _____

AGENCY   DATE

POLICIES, PROCEDURES, DISSEMINATION LAWS and SANCTIONS

Dissemination Law as found in Utah Code Annotated (UCA)

53-10-108 Restrictions on access, use, and contents of division records –
(1)   Dissemination of information from a criminal history record or warrant of arrest information from division files is limited to:
        (a)   Criminal justice agencies for purposes of administration of criminal justice and for employment screening by criminal justice agencies;
        (b)   Non-criminal justice agencies or individuals for any purpose authorized by statute, executive order, court rule, court order, or local ordinance;
(4)   Any criminal history record information obtained from division files may be used only for the purposes for which it was provided and may not be further disseminated.
(10)   Before providing information requested under this section, the division shall give priority to criminal justice agencies needs.
(11)   (a)   Misuse of access to criminal history record information is a Class B misdemeanor.
        (b)   The commissioner shall be informed of the misuse.

ALL POLICIES AND PROCEDURES LISTED IN THE BCI AND NCIC OPERATIONS MANUAL.

Individual access codes and passwords are vital to the security of the information housed in UCJIS. Terminal operators must not share, post or otherwise divulge access codes or passwords.

Information will be disseminated to authorized personnel and non-terminal law enforcement agencies for the purposes of the administration of criminal justice and criminal justice agency employment.

POSITIVE HIT REQUIREMENTS

"If a record of any kind is found, access will not be granted. The agency to which the applicant has applied for employment and/or NCIC access will be formally notified indicating NCIC access will be delayed pending review of arrest and fugitive records." (Systems Security, CJIS Security Policy, Page 3).

Refer to your agency's employment policy before proceeding further with logon ID request until a determination of the applicant's criminal qualifications is made.

Attach a letter stating the agency is willing to accept liability of the applicant and forward the letter on to BCI.

Do not send this Operator Testing Agreement to BCI. Keep this form on file at your agency. *BCI reserves the right to request a copy of this form at anytime.*